

USAID/DCHA/OFDA

Minimum Technical Information Requirements (MTIR)

Proposals should reflect the USAID/OFDA mandate and address gender issues, propose mitigation interventions when applicable, provide linkages to other sectoral activities, discuss sustainability and transition to reconstruction/development, and present evaluation and monitoring plans.

In addition to these common elements, the technical information below is suggested as a minimum requirement for all sector specific proposals submitted for USAID/OFDA. The MTIR are organized by sector, and follow the *Grants Guidelines* Proposal Description section starting on page 20.

Seed Systems Interventions

Program Rationale

- Describe your rationale for the seed needs, as determined by a seed assessment, whether seed needs are related to availability or to access, and how the proposed activity will affect the ability of people to obtain seeds. If seeds are to be distributed, describe distribution effects on local markets and seeds sourcing. Strong justification should be provided for non-local seed purchases, and for purchase of any grain that is not open-pollinated.
- Crop varieties should be appropriate to the climate and the needs of the population, i.e. grown, known, and accepted by the beneficiaries. Crops can include roots and tubers, short-cycle crops, should be disease-resistant where appropriate, and nutritionally well balanced.
- Discuss the rationale for the utilization of fertilizer, applications, training, and program impact. OFDA does not fund the purchase of fertilizers, but fertilizer can be utilized in the implementation of USAID/OFDA programs.

Proposal Framework

- Address the major limiting factors to productivity (or storage) in the region. Describe linkages between the project and broader political, social, and economic issues. Describe technical staffing needs, including the number of trained agronomists.
- Address safety and security issues for the proposed available land; describe how beneficiaries are selected, how land is allocated to each farmer, and any land right issues that might arise. Describe how much land is available for each farmer, how far the land is from their homes, whether the land/seed combinations will produce enough to feed a family, and if not, describe how the shortfall in productivity will be supplemented.

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Describe how the existing land tenure system encourages soil conservation and management, and address any health risks associated with the planting of the land.

Program Description

- Explain how seed distributions will be implemented, whether local systems for obtaining seed currently exist, and/or if there is a need for them to be circumvented.

Fisheries Interventions

Capture Fisheries

Program Rationale

- No significant technical information needs.

Proposal Framework

- Discuss how local customs or national fishing laws (i.e. mesh size, total allowable catch, protected grounds, species restrictions, vessel and fisherman licensing) will be safeguarded, and how violations will be handled.
- Explain the decision process utilized to minimize any potential displacement of local fisher folk by businessmen or other entities, and address displacement issues.
- The distribution of high-value inputs (such as engines, boats, or large nets) can create severe tensions among individuals and families in communities. Discuss your plans for mitigating these issues. When appropriate, discuss displacement of women fish traders by men.
- Discuss any adverse pressure on the local fish stocks, both in the short and long term. Describe any adverse effects of the proposed fishing gears on other aquatic species (plant or animal), and what monitoring techniques will be used to protect the ecosystem.
- Describe market networks and infrastructure, and their capabilities to absorb the increased catch. Discuss past or current post-harvest fish losses. Discuss what improvements in transportation, marketing, and fish processing (drying, smoking, salting) have been identified to reduce post-harvest losses.

Program Description

- No significant technical information needs.

Aquaculture

Program Rationale

- No significant technical information needs.

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Proposal Framework

- Describe the communities' past experience with raising aquatic species in ponds or pens, and any proposed training in appropriate methodologies.
- Explain land ownership (ownership or user-rights) in reference to the land surrounding the pond, and describe what mechanism will be put into place to protect the species in the ponds/pens from theft.

Program Description

- Provide detailed information on the local soil, its clay content and its ability to retain water for the pond; rainfall/sources of water to maintain a fresh supply; sources of water free of contaminants and pollution to raise healthy stock; potential pollution of local water by the pens, and remedial options. Describe what raw materials will be used to build the ponds; discuss any long-term effects from deforestation, if trees are used to build the ponds. Exotic species should not be used since their potential escape into the local waterways can harm the ecosystem, sometimes causing irreparable damage.
- If pigs or ducks are already being raised locally, raising them in tandem with fish is highly productive.

Livestock Interventions

Program Rationale

- Discuss the current levels of livestock loss, the duration and severity of this current emergency, problems identified by livestock owners, recent market fluctuations, actions being taken to preserve or sell livestock assets, and whether the traditional livestock movement corridors are still open.

Proposal Framework

- Describe the decision-making process in identifying the proposed actions, and who participated in the process. Discuss local tribal and/or national government support, and how the proposal accommodates those who are most vulnerable.

Program Description

- Explain how livestock needs can be supported, and discuss the costs/benefits of various interventions. Explain how the proposed intervention might affect the environment and what steps are being taken, if any, to avoid further degradation.
- Discuss market dynamics, any project implications on the normal functioning of the market, and whether incentive for production will be reduced as a result. Include a discussion on the contextual market trends in the affected area(s).
- Restocking proposals should be supported by a detailed analysis of traditional restocking mechanisms, data on the extent to which they are still functioning, and sound reasons

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why these mechanisms should be disrupted or supported. In many cases, nature enforces stocking levels by producing only minimal forage – in cases where the stocking rate has been exceeded, can other livelihoods be introduced?

Water and Sanitation Interventions

Program Rationale

- Describe the current sources of water for the affected population, the distance to these sources, the available daily quantity of water per capita, and the microbiological quality of the water. Discuss the presence of any chemical contaminants present in the water that have a significant impact on human health, and any recent disease outbreaks in the region. Describe how the proposal addresses the issue of household solid waste disposal, and the current latrine coverage for the affected population.

Proposal Framework

- Discuss what water and sanitation improvements are anticipated following the implementation of the proposal, and what facilities will be constructed or installed to achieve these improvements. If it is not immediately feasible to meet international standards, provide an explanation as to why it is not feasible, and what is proposed for achieving such standards in the near-term.

Program Description

- Discuss the maintenance and monitoring of water quality standards. Explain your plan for community involvement in the operation and maintenance of water and sanitation facilities, and the involvement of women as key players in the organization of community water and sanitation groups/committees.
- Discuss education and training in personal hygiene issues, protection of water quality, and proper use of sanitary facilities. Address specific issues related to disposal of children's feces, the prevention of diarrhea, food sanitation, vector control, and household solid waste issues.

Settlements and Shelter Interventions

Program Rationale

- Discuss the damage profile for the affected area, the size of the total housing stock, the degree of disaster/crisis impacts on the housing stock, and identify available market resources and opportunities.

Proposal Framework

- Describe how housing was built in the area before it was damaged, who built it, and the average length of time it took to build the housing. If self-help is proposed, describe how beneficiaries will be assisted if they cannot perform required activities.

- Address local homebuilding industry capacity and capabilities. Describe local availability of building materials, any industry constraints, and to what extent repair activities can help stimulate economic recovery and growth. Explain uses of plastic sheeting and procurement locations.
- Define clearly important terms (e.g., houses, dwelling units, households, families, homeless, etc.), and use terms consistently in proposal documents.
- Identify potential opportunities for mitigation and prevention of future disasters (e.g., seismic-resistant construction, floodplain management) as part of shelter interventions.

Program Description

- Explain any differences among proposed actions, *Sphere Project* guidelines, and local regulations, practices, and expectations, and how these will be reconciled.

Health and Nutrition Interventions

Program Rationale

- Discuss the target population's access to health services, the status of available health facilities, the types of services provided, and the quality in terms of personnel, services, drug and other supply availability. Explain any on-going health promotion and prevention activities.
- Describe the major causes of morbidity and mortality in the target population, and provide available data to show trends. Compare your data with data from district, regional, or countrywide sources, including USAID-financed Demographic and Health Surveys (DHS) and local Ministry of Health databases.

Proposal Framework

- Describe how current measures of nutritional status compare with pre-emergency conditions in the target population, and whether there is evidence of wasting or of micronutrient deficiencies.
- An itemized list of pharmaceuticals, including vaccines and vitamins, should be submitted with the proposal if USAID funds will be used to purchase them.

Program Description

- Discuss current monitoring or surveillance systems identifying and referring the severely malnourished. Describe therapeutic feeding centers, their availability and accessibility, the type of supplementary feeding programs, and their availability to vulnerable groups. Discuss general food rations and their availability to the community, and whether micronutrient supplementation is included in the health nutrition activities. Discuss the

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implementation of any immunization programs since the emergency to ensure immunization coverage (especially measles) of the target population. Describe efforts undertaken to promote and support exclusive breastfeeding of infants and appropriate weaning/feeding of small children.

Hydrometeorology Interventions: Floods and Droughts

Program Rationale

- For proposals regarding water resources, explain how an integrated approach will be applied to the proposed activities, taking into account the upstream and downstream consequences of potential measures, regional and sectoral needs/impacts, and social equity. Discuss any adverse impacts of the proposed action on other related sectors.
- For structural measures, discuss the short- and long-term potential impacts of the proposed interventions on the environment and hydrology, especially on the overall river basin, ecosystems, downstream or upstream communities, and groundwater resources.

Proposal Framework

- No significant technical information needs.

Program Description

- No significant technical information needs.